

MANAGEMENT ARRANGEMENTS

Introduction

The Local Government Act 2000 (Constitutions) (England) Direction 2000 requires that a Local Authority's Constitution must include a description of the management structure of the authority. Bromsgrove District Council's management structure consists of a Chief Executive, supported by Directors and Heads of Service. A description of their responsibilities follows:-

Kevin Dicks

Chief Executive

The Council's Head of Paid Service with overall responsibility for all Departments.

Vacant

Corporate Director (Resources)

Responsibility for the following Departments:

- Organisational Development and Human Resources
- Legal and Democratic Services
- Financial Services
- E-Government and Customer Services

Note: As this post is vacant these posts are currently the responsibility of the Chief Executive

Phil Street

Corporate Director (Services)

Responsibility for the following Departments:

- Culture and Community Services,
- Planning and Environment Services,
- Street Scene and Waste Management

Hugh Bennett

Assistant Chief Executive

Responsibility for:

- Work with Members and Chief Executive to develop Corporate Plan linked to Community Plan
- LSP & other strategic partnerships, including health improvement partnerships, supporting people programme, strategy for older people, Local Area Agreements, LPSA etc.
- Development and delivery of corporate strategies, interpretation of Government Policy
- Consultation and community engagement, understanding and addressing the needs of the community, customer and citizen
- Customer comments, complaints and service review in relation to customer feedback
- Performance management, EFQM and other quality standards.
- Management reviews, continuous improvement agenda, production of Council Results
- Inspections, delivery and achievement of Improvement Plan, CPA
- External reputation, media, PR, marketing and promotion
- Community programmes linked to policies of social inclusion, diversity and active communities
- Special projects/innovation, research analysis, and funding opportunities

John Godwin **Acting Head of Culture & Community Services**

Responsibility for:

- Community Cohesion & Community Safety
- CCTV & Lifeline Operation & Development
- Health Education/Interventions
- Arts Development
- Sports & Recreation Development
- Children & Young People, Play
- Older People
- Parks, Open Spaces
- Cemeteries
- Voluntary Sector & Community Networks, Grant Aid
- Tourism Development
- Museum
- Leisure/Sports Centres/Dual Use Facilities

Deborah Poole **Head of E-Government & Customer Services**

Responsibility for:

- I.C.T.
- E Government
- E Commerce
- Website
- Printing & Reprographics
- Customer Service Centre
- Business Process Re-engineering (BPR)

Jayne Pickering **Head of Financial Services**

The Council's Section 151 (Chief Financial) Officer with responsibility for:

- Accounts & Financial Management & Advice
- Corporate Income & Debt Management
- Procurement
- Revenues & Benefits
- Audit (additional reporting Line to Corporate Director),
- Risk Management

Claire Felton **Head of Legal & Democratic Services and Monitoring Officer**

Responsibility for:

- Professional Legal Advice & Services
- Election & Electoral Services, Periodic Electoral Review
- Civic Support - Democratic Services & Member Support
- Democratic Services & Member Support
- Corporate Administration/ Central Post Opening & Reception
- Knowledge Management
- Probity & Standards
- Advice to Parishes
- Freedom of Information, Data Protection, Records Management
- Property, Assets & Facilities Management, Building Maintenance
- Equalities and Diversity

Joanne Pitman

Head of Organisational Development & Human Resources

Responsibility for:

- Human Resources & Welfare
- Organisational Development
- Training & Development
- Health & safety
- Workforce Planning
- Succession Planning
- Payroll
- Member Development

Dave Hammond

Head of Planning & Environment Services

Responsibility for:

- Planning & Local Development Framework
- Development Control
- Building Control
- Licenses (all)
- Enforcement
- Land Charges
- Environmental Health/Protection/Enforcement
- Public Health & safety
- Food Safety
- Emergency Planning
- Conservation
- Improvement Grants
- Travellers
- Agenda 21 & Sustainable Development
- Economic Development
- Housing Strategy and Enabling Role
- Travellers
- Economic Development

Michael Bell

Head of Street Scene & Waste Management Services

Responsibility for:

- Car Parks/Shopmobility
- Community Transport/Bus Passes/Concessionary Fares
- Street Scene
- Street Cleansing
- Grounds Maintenance
- Highways
- Cesspools/Sewers
- Public Conveniences
- Refuse & Recycling
- Waste Management, Policy, Promotion, Management
- Fly Tipping, Bill Posting
- Abandoned Vehicles
- Pest & Dog Controls
- Engineering Design
- Street Naming & Numbering